

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension on the payment deadline for invoice #[Insert Invoice Number], originally due on [Insert Original Due Date].

Due to [brief explanation of your circumstances, e.g., unexpected expenses, personal difficulties], I am unable to meet the current deadline. Therefore, I kindly ask if it would be possible to extend the payment deadline to [Insert Requested New Due Date].

I value our relationship and am committed to fulfilling my obligations. I appreciate your understanding and consideration in this matter. Please let me know if this extension can be accommodated.

Thank you for your attention to this request. I look forward to your favorable reply.

Sincerely,
[Your Name]